

## SOUTH DAKOTA HOME SCHOOL ORDERING INSTRUCTIONS

1. Inventory the materials you have left from previous administrations.
2. Compare your inventory you have on hand to the number of students to be tested in that grade.
3. Access the Home School Order form online to place your order:
  - a. Complete the order form with district name, address and your email address
  - b. Indicate quantities needed for test booklets, answer document and directions for administering
    - i. Keep in mind you will need to order each component.

**If you have no materials for a particular grade, you must indicate the quantity of test booklets, answer document and directions separately.**

- c. Once the information is completed email the form to the address
  - d. Once Pearson has received and validated the order with the SD DOE you will receive an email notifying you that the order is being processed.
4. When you receive your materials, verify that you received your complete order. Compare the packing list with the materials received against the order you filled out.
5. At the completion of testing include your home school scorable materials with DSTEP scorables as outlined in the test coordinator handbook.
6. Store ALL home school testing materials in a secure location as these will be used next year